



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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FINAL MINUTES FOR EXECUTIVE DIRECTOR PERFORMANCE EVALUATION SUBCOMMITTEE TELECONFERENCE MEETING

Held at 5:00 p.m. on February 5, 2004

9545 E. Doubletree Ranch Road • Scottsdale, Arizona

Board Members Present

Edward J. Schwager, M.D., Chair

Patrick N. Connell, M.D.

Ram R. Krishna, M.D.

Staff Present

Cherie Pennington, Human Resources Director

Call to Order

Edward J. Schwager, M.D., Chair, called the meeting to order at 5:00 P. M.

Roll Call

The following Board members were present: Edward J. Schwager, M.D., Chair, Patrick N. Connell, M.D., member and Ram R. Krishna, M.D., member. Also present, Cherie Pennington, Human Resources Director.

Call To The Public

There was no one present at the call to the public.

Dr. Schwager stated the Board agreed there would be an annual performance evaluation of the Executive Director's performance and the subcommittee members, who are the current chair and two immediate past chairs, are responsible for developing an evaluation process. He recommended the 360 feedback survey process as the method for the evaluation.

The members and Ms. Pennington discussed the various methods of distributing and collecting the surveys and the issue of confidentiality. It was the consensus of the subcommittee that the 20/20 Insight 360 feedback software program will be used to create the survey and in order to ensure confidentiality, the Web Host service provided by the software vendor, Performance Support Systems, Inc., will be utilized to distribute the surveys and collect the completed responses.

Discussion ensued regarding who should participate as respondents to the survey and which categories, items, comment prompts and summary questions should be included. Subcommittee members agreed to fax a list of their individual choices to Ms. Pennington, who will create a draft survey to present to the subcommittee for review at a meeting to be held on Friday, February 13, 2004 at 12 noon.

The meeting adjourned at 6 P. M.

[Seal]

Barry A. Cassidy, Ph.D., P.A.-C, Executive Director